

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Nursing Unit Manager

Class Code: 51077

A. Purpose:

Directs 24-hour patient care and nursing services for one or more patient care units within an institution serving individuals with developmental disabilities or mental illness to ensure nursing care is provided in compliance with regulations and policies and according to accepted nursing standards.

B. Distinguishing Feature:

The Nursing Unit Manager directs 24-hour patient care and nursing services for one or more patient care units and provides direct patient care only in unusual or emergency situations. Human Services Nursing Supervisors supervise the activities and professional nursing staff of a major patient unit or several units during a shift and may perform professional nursing duties as needed.

Human Services Charge Nurses oversee nursing practices or the activities of personnel on a work shift or area and provide nursing care.

The Human Services Nurse is responsible for nursing duties in a specific area as assigned by a Human Services Charge Nurse, other nursing supervisor, or a program manager and do not have supervisory authority over other professional nursing personnel or nursing practices on a work shift.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Ensures completion of individualized nursing assessments, and individualized and group programming for all patients to ensure appropriate care is given to patients undergoing various treatments, therapies, or medication.
2. Assesses and develops policies and procedures appropriate to current nursing practices and technology, and updates these policies and procedures to keep nursing care abreast of improved nursing techniques.
3. Supervises subordinate staff to ensure the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
4. Maintains records of patients to include special incidents, statistical records, counseling forms, nursing care plans and assessments, and corrective plans to maintain accurate, updated documentation of activities and conditions.
5. Assesses unit areas to ensure a clean, safe, and therapeutic environment with goal-directed activities of daily living for patients.
6. Researches, drafts, and submits annual budget requests and equipment requisitions to ensure that the units activities are adequately funded and that all equipment necessary is available.

7. Participates on committees or task forces as a representative of unit nursing services to ensure medical information is provided.
8. Performs other work as assigned.

D. Reporting Relationships:

Supervises Human Services Nursing Supervisors, Human Services Charge Nurses, Human Services Nurses, and other health care staff.

E. Challenges and Problems:

Challenges include maintaining adequate staffing and equipment relative to the special care problems of the patients. This is difficult because of the responsibility for 24-hour nursing care, fixed staffing levels, and a limited budget.

Typical problems include evaluating staff when personal contact with the staff member has been limited due to paperwork, meetings, or other activities off the unit areas; monitoring patient care because of limited contact with the unit; and managing the work load because of all the paperwork and documentation that comes with each patient and employee.

F. Decision-making Authority:

Decisions include prioritizing work to complete assignments in a timely manner, selection of employees, disciplinary actions, policy and procedure revision and development, budget requests, supplies needed, and establishing minimum staffing patterns.

Decisions referred include changes in medication or treatment, final approval of budget requests, major equipment purchases, or the action to take with difficult disciplinary situations.

G. Contact with Others:

Daily contact with program managers and physicians to discuss treatment plans and patient progress and treatment team to discuss patients' treatment and progress in the assigned unit; and with family members to discuss a patient's treatment and progress.

H. Working Conditions:

Works at a state institution serving individuals with developmental disabilities or mental illness. Hazards include exposure to communicable diseases and physical and verbal abuse in the performance of routine daily tasks. Must be able to lift patients to and from tubs, into wheelchairs, and onto stretchers and may be required to intervene so as to deescalate or limit disruptive or abusive behavior of patients.

I. Knowledge, Skills and Abilities:

Knowledge of:

- professional nursing theory and practices;
- recent developments in the field of professional nursing applicable to the area of assignment;
- clinical procedures;
- effective methods of supervision, planning, and management;
- administrative techniques.

Ability to:

- supervise;
- keep records and charts;
- operate a variety of medical equipment.
- communicate information clearly and concisely;
- establish and maintain effective working relationships,

J. Licensures and Certification:

Must be licensed to practice as a registered nurse in the State of South Dakota.